

Ensign PTA
Monthly Board Meeting

Meeting Minutes for Friday, January 7, 2022
11:30 AM - 1 PM via Zoom

Attendees: Ashley Anderson, Maria Borisevich, Melissa Brownell, Maria Enniss, Therese Huhtala, Erik Jacobson, Chris Jones, Melissa Kendrick, Lisa Mangiapani, Lauren McBrier, Devon Musson Rose, Jana Neal, Emily Neuman, Hester Paul, Elizabeth Payne, Amanda Pulliam, Katrina Stratford

Excused:

Conducted by: PTA Co-Presidents (Lauren McBrier & Emily Neuman)

Notes taken by: PTA Secretary (Therese Huhtala)

Dates to Note:

- Next PTA meeting is Friday, February 4, 2021, at 11:30 AM to 1:00 PM

Ashley Anderson motions to approve the December meeting minutes, Elizabeth Payne seconds. APPROVED by majority vote.

Welcome and Introductions

Commissioner Reports

1. Academic Enrichment Chair (Ashley Anderson)
 - STEAM fair: needs judges
 - Arts budget (what we need to request for gallery stroll):
 - We need a confirmed date for gallery stroll - Ms. Fifield is asking.
 - Music (Ms. Amy): we have allocated \$14k
 - We need to raise \$15k (knowing that we have \$1k rolling over).
 - Ashley asked if we need to plan for an increase or decrease in Ms. Amy's time (we need to know her total hours)?
 - Erik stated that he can fit everything within her current hours (on March 31 he will have that final number).
 - Art: for kiln supplies, we need to fundraise \$500 to add to the \$500 we already have.
 - Tanner dance: \$3500 is what we are spending, so we would like to fundraise \$5600
 - Field trips: we have enough to have two field trips per teacher next year.
 - Other events: Write Your Heart Out, Biztown, STEM classroom for garden (funded with grant support).
 - Asking for over \$1k for programs, and we need \$22k for arts programming (but could round down to \$20k to account for the rollover).
 - Could ask for \$50 per student at gallery stroll.
 - Question from Elizabeth: Is field trip funding part of gallery stroll?
 - o Ashley said to let her know if it should be in the general budget instead.
 - o Several field trips are art-specific.
 - o Emily: we are rolling over most of this money.
 - o \$22,300 minus \$1700 (it is not really covering field trips).
 - o Can talk about this later as well.
 - o Elizabeth expressed the need to be transparent.
 - Melissa asked about how Write Your Heart Out is funded: LDS Hospital pays for the treats and PTA pays for the supplies; it is teacher-led.

- Ashley asked if anything is missed or miscategorized.
- Emily clarified that the \$50 ask at gallery stroll is our second and last ask of the year.

2. Building Community Chair (Elizabeth Payne)

- Kindergarten Orientation:
 - PTA presentation: **Erik would like 5-10 min for a PTA presentation.**
 - In the past, we showed slides about enrichment programs and what PTA offers.
 - Do we have a table? Elizabeth mentioned that we have done it both ways, and Erik said it's up to the PTA if they want to have a table.
 - Lauren is happy to help/do the table.
 - Emily said someone could help Lauren and then be responsible next year to pass the torch; volunteers can reach out and let her know.
- March events:
 - Do we want to include Red Ribbon week into the week of multicultural night?
 - Faculty is leading on what to call it (tabled to items for discussion).
- Gallery Stroll:
 - Anyone who wants to help, we would love you on the team; reach out to Elizabeth.
 - Lisa said that she would like to help with fundraising.
- PTA bulletin board:
 - Emily asked if we still have the Nov/Dec bulletin board. We need to update that and identify one person (she nominated Melissa Kendrick and asked if she would be willing to take that on). **New board in the next two weeks.**
 - Could be for a PTA event.
 - Could be for performance results.
 - Erik and Melissa K. can decide specifics.

3. Supporting Teachers Chair (Melissa Brownell)

- Staff lunch: discussed options (what and when)
- SEP conferences:
 - March 1-3
 - Which night would be best? ***Katrina added this to her PTA notes.***
 - Dinner: 23-30 people
 - Lunch: 40
- Katrina thanked Melissa for the cute cookies; the teachers loved them.

Items for Discussion

Red Ribbon Week discussion

- Question: What does Erik need from PTA on this?
- Erik likes the idea of connecting it with multicultural night with Mr. B.
- Focus would be on being kind.
- Performance results would be the focus for the week's activities.
- Emily asked who would lead it? Erik said it would be Ms Toney; **Erik agreed a small committee to help her would be awesome, including.**
 - Ms Toney
 - Mr B.
 - parents/PTA
- Date discussed:
 - March SIC needed.
 - Date needs to correspond with the speaker.
 - Chris J. offered to volunteer.
 - Erik said we should be able to get **SIC approval for Red Ribbon Week** quickly (next week).

Officer Reports

1. Faculty Rep (Katrina Stratford)
 - Write Your Heart Out:
 - Ms. Kean emailed a thank you to PTA about funding Write your heart Out.
 - There will be an email about it to Melissa; Katrina mentioned that parents should enjoy it and don't need to volunteer.
 - Spelling Bee: Ms Picklesimer needs two judges on Jan. 22 from 8:45-10; Lauren offered to help.
 - Ashley asked about a contingency plan if parents can't volunteer per the district.
 - Erik said he or someone else would do it; he will figure it out if that happens.
 - Field trips:
 - Question: Is PTA funding this year's field trips?
 - Emily: Yes we are fulling funding it (\$200 per field trip).
 - **Let the teachers know the process.**

2. Principal (Erik Jacobson)
 - Faculty will be voting on Jan. 17 for Red Ribbon Week.
 - **Erik to talk to Mr B about the speaker.**
 - A lot of faculty members have been out; we were down 7 teachers and had 2 subs.
 - Only had to cancel library for a couple of classes.
 - Staff has been awesome.
 - Wants to get covid testing for the school (opt-in testing only).
 - Mid-February staffing report will come out next month; one teacher is retiring so hiring would be done before his possible leave starts (at the end of the year); he is setting up admin support for this as well.

3. Treasurer (Maria Borisevich)
 - General account contains \$29,184.91 as of December 1, 2021.
 - Deposits collected: \$3,374.98
 - Transferred out of art account 2 times
 - Might Cause: \$22.98
 - Activity (expenses/checks):
 - \$580.19
 - Remaining balance on hand (as of 12/31): \$31,979.70
 - Art account:
 - Beginning balance: \$21,951.90
 - Transfers to cover Ms Amy.
 - Remaining balance (as of 12/31): \$18,599.90
 - Total for both accounts: \$50,579.60 (details discussed)
 - Collections (year-to-date fundraiser changes):
 - Mighty Cause (online deposit of \$22.98)
 - Amazon Smile deposits should come in this month.
 - Budget discussed (changes compared to last month):
 - Increases for classroom supplies
 - Monthly appreciation gift reimbursements
 - Write Your Heart Out funding
 - Year-to-date: spent \$7155
 - Remaining to use in budget: \$24,664
 - Questions/additional discussion:
 - Ashley asked if the remaining total accounts for things that we know will be spent (i.e., are accounts payables measured?).
 - Maria answered that she puts the approved amount in the budget, and then the actual amount is put it. She can include a column for items on which we know for sure that we will incur an expense; she can put anticipated costs in the budget if it would be helpful.

- Ashley says it would help her in art because most of the art budget is accounted for to pay for Ms Amy.
- Elizabeth stated that it's helpful to see where we "really" are and what we need to raise.
- Maria can put rough estimates in a new column (for things like Ms Amy) to show the actual balance.
- Emily asked why a check is not showing; Maria said it's because they are not cashed yet, so there are still outstanding checks out (i.e., checks for Ms. Amy); Maria keeps track of checks written versus checks cashed.
- BizTown:
 - Payment and invoice discussed.
 - Dani stated that the JA City invoice was paid by credit card; we are paying \$500 and whatever is leftover (after the invoice) is for the bus.
 - We would cover the bus via a check request/invoice (we do not yet have actual cost for the bus), but it will be about \$160.
 - Erik said Ensign will cover \$110 if we cover \$50.
 - We need to pay via check payable to Ensign because the credit card was used for it.

4. Presidents' Report (Emily Neuman and Lauren McBrier)

Other Items for Discussion

- Therese has nothing to report.
- Melissa mentioned that Mr. B would like a 3D printer for the library.
 - Mr. B will present his proposal to PTA.
 - Ashley has boilerplate language for getting a grant.
 - Members mentioned other schools that have them so Ashley can help with how to figure out what would work and how to pay for it.
- February's agenda: **add Yearbook** (Therese)
- Lauren thanked people for the snowman event and helping a family in need.
- Thank you all for your handwork; seconded by Emily
- PTA snacks in PTA room set aside (Katrina confirmed that they took snacks).
- PTA room needs to be cleared out.

Funding Requests/Other Items Requiring a Vote

N/A

**Therese Huhtala motions to adjourn the meeting, Ashley Anderson seconds.
APPROVED by majority vote.**

Meeting adjourned at 12:45 p.m.